



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Property and Maintenance Supervisor II</b>
<b>DEPARTMENT:</b>	<b>Trees and Landscape Public Services</b>
<b>SALARY:</b>	<b>\$22,077.05 Annually</b>
<b>BEGINNING DATE:</b>	<b>February 07, 2006</b>
<b>CLOSING DATE:</b>	<b>February 15, 2006</b>

## **MINIMUM QUALIFICATIONS:**

A high school diploma, trade school, or equivalent level of education is required. Three to five years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Considerable knowledge of cemetery operations, basic masonry, and safe pesticide application. Familiarity with herbicides and fertilizers. Proficiency in operating backhoe, trucks, and maintenance equipment, and supervision. Good communication skills, both oral and written. Demonstrated ability to work independently. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

## **MAJOR DUTIES:**

Oversee daily operation and general landscape maintenance. Coordinate funeral arrangements. Record and maintain burial records and researches and locates grave ownership. Supervise inmate work crews, community service workers, and ensure subordinates utilize safety equipment. Inspect graves dug by contractor and provides moving dirt and cleanup after funerals. Meet with the public and assists with genealogical research and gravesite locations. Serve as a resource to subordinate personnel.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTA.GOV](http://WWW.AUGUSTA.GOV)

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